

Process Servers, Court and Clerk's Office Information and Exchange Presentation

July 27, 2004

Minutes

Welcoming Remarks

- Michael K. Jeanes, Clerk of the Superior Court, welcomed the attendees and thanked them for attending. He encouraged the group to view the Clerks' Website for various Process Servers information (http://www.clerkofcourt.maricopa.gov/process_svr.asp).

Introduction of Darlene Pierson – Process Server Coordinator

- Mr. Jeanes introduced Darlene Pierson as the new Process Server Coordinator. She can be reached by phone at (602) 506-1909 and she is located at Window #10 in the Family Court Filing Counter area at the Central Court Building.

Affidavits of Service

- Mr. Jeanes advised that although there has been improvement with these documents' formats, with regard to space available for the file stamp, there are still some issues with inadequate space resulting in illegible file stamp data. This can be a serious legal issue which the court is also concerned with. As a result, there will be strict adherence to Local Rule 10(d). If documents cannot be accepted, the Company will be contacted. Additionally, staff will be instructed to provide regular maintenance checks on the stamp machines to ensure they are clear and well inked.

Return of Arbitration Files

- Ms. Melanie Fay, Public Records Administrator, was introduced to discuss the return of Arbitration files. The Office has created a new procedure and a stamp that will indicate the files that have been returned by runners. The stamp will include receiving staff's initials. Ms. Fay asked Process Servers to assist with this new process and if this information is not automatically provided to them, they should ask for it. Samples of the stamp were provided.

Use of Depository Boxes – Internal / External

- Sheri Jaffe, Document Management Supervisor, provided information on use of the Depository Boxes. She thanked the Process Servers for the use of the boxes, as it allows for a more-steady workflow and staff are able to process documents during non-peak times. The external Depository Boxes are located at the Southeast Adult and Central Court facilities. A handout was provided to show the correct and incorrect use of the external Depository Box time stamps. Do not allow clips or staples to enter the stamping area and do not insert documents over ¼" thick. Documents should be stamped on the top right-hand corner of the first page. For larger packets, slip the first page of the document into the clock, wait for the sound of the stamp and then withdraw the page. Note: If packets are thicker than 1", they should be broken down and marked "one of two", "two of two", etc. to fit into the Depository Box slot. Procedures are available on the Clerk's Website.

Training Opportunities Conducting iCIS Research - Update

- Lauri Thomas, Document Management Administrator, provided information on the iCIS/Docket Navigation classes, approved by the Supreme Court for Continuing Education credit. A list of the scheduled classes and sign-up sheets were available to the group. They may get additional information on these classes at the Supreme Court's Website (www.supreme.state.az.us/cld/pps.htm) or the Clerk of Court's Website (www.clerkofcourt.maricopa.gov/process_svr.asp).

Process Servers Boxes

- Mr. Jeanes spoke about the Process Servers boxes located in the Family Court Filing Counter area. After staff research, it is apparent very little business is generated by the boxes/business cards. The Process Servers did not provide any feedback to the contrary. As a result, the boxes will be removed at

some point in the future and the Clerk's Office will consider using the Justice Court's list of Process Servers to provide to the public. It was mentioned that the Supreme Court did not have a current list of all Process Servers. Mr. Jeanes will have staff follow up and review this matter with the Supreme Court.

- Carol Schreiber, Associate Clerk/Customer Services, was introduced to make a few announcements. On October 18, 2004 the following will occur:
 1. Juvenile Guardianships will be filed as Juvenile matters. This is Guardianships only.
 2. Probate and Civil Commissioner calendars will be blended.
 3. Probate calendars will return to the Southeast Adult facility. Two Judges will be hearing these cases.
 4. The Filing Counter at Southeast Adult will begin processing Mental Health filings.
- Notification of these changes will be forthcoming, via publications (Maricopa Lawyer, etc.), signage and posted notices.
- Ms. Schreiber also announced the opening of the new Juvenile Durango facility – 3131 West Durango – on August 2nd.

Court Administration Topics

- Phil Knox, Deputy Court Administrator, was introduced to present the following topics:
 - a) New Regional Judicial District Rule
 - ✓ Mr. Knox provided an update. Administrative Order 2004-080 (available on the Court's Website) was signed by Judge Campbell on June 2nd. Cases are assigned to the Southeast Adult Court by zip code (either the petitioner's or their counsel – the address posted in the upper left-hand corner of the petition). They will be addressing the Downtown, Northwest and future Northeast Regional Courts boundaries via a Rule Change.
 - b) Judicial Rotations
 - ✓ The recent rotations were finalized on June 28th. Judges Aceto and Jarrett will be the new Probate Judges at the Southeast Adult facility. Judges Foster and Lee will be the Family Court Judges assigned to the new Juvenile Durango facility.
 - c) Mr. Knox introduced Robin Hoskins, Family Court Navigator. She is available to assist with Family Court matters (602-506-0219).
 - d) Process servers expressed concerns in the delay in dropping off documents for the Judges at the Court Administrative Offices before they reach the Division. Mr. Knox will take a look at these delays and advise the Divisions.

Justice Court Topics

- Brian Karth, Justice Court Administrator, was introduced first to present the following topics:
 - a) Process Servers Document Depository Boxes
 - ✓ Although these are not available at this time, it is Justice Court's intention to incorporate Depository Boxes as a part of the design in the new Justice Court facilities.
 - b) Notarizing Signatures of Process Servers on Affidavits of Service
 - ✓ Notarized signatures are not required of Process Servers on Affidavits of Service. Mr. Karth will reinforce this with all Justice Courts at their next meeting. However, if it is related to Orders of Protection on the State-wide form in use, this is an Administrative Offices of Supreme Court issue and Mr. Karth advised unless approved by the AOC, this cannot be changed. He will take this matter forward to the State-Wide Committee.
 - c) Change of Venue
 - ✓ This issue did not need to be addressed.
 - d) Process Servers List / Process Servers Boxes
 - ✓ The Process Servers Boxes have been removed. A list of all Process Servers, updated quarterly, have been made available at the counters to assist the public. Mr. Karth has sent this list to all Justice Courts electronically and he will make sure they are making it available for public use.
- Process servers commented that frequently filing counters are too busy to process their large volume of documents without long delays to other customers. They are asked to leave the documents for later

processing and pick up the next day. The process servers inquired if it would be possible to have Justice Courts staff initial their copy of the documents being filed for subsequent proof of payment since staff are not able to provide them with a receipt at the time of drop off. This is critical on documents that have time sensitive filing dates. Additionally, it would become the Process Servers proof that the document was filed. Mr. Karth will address this at the next Justice Court Manager's meeting.

Other Items

- Process Servers inquired about emergency contacts for the Divisions. Mr. Jeanes advised them to contact the appropriate Court Administrative Office and their staff would make every effort to accommodate the Process Servers requests.
- Questions were raised about the Northeast Court facility and the various Justice Courts facilities. The Northeast facility will be located at the southwest corner of 40th Street and Union Hills. It will house 12 Superior Court Divisions (6 Civil / 6 Family Court) and initially 3 Justice Courts (Northeast Phoenix, Northwest Phoenix and Scottsdale) – a 4th will be added at a later date. Additionally, the Peoria Justice Court, currently housed at 11601 North 19th Avenue, will be relocated to Surprise – very near the existing Northwest Court facility.

The meeting was adjourned at 1:05 p.m.